

~~CONFIDENTIAL~~

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9-3

Chief, Management Staff

5 December 1956

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 5 December 1956

I. WORK ACCOMPLISHEDa. Suggestion Awards Committee Meeting, 29 November 1956

(1) The Committee approved 8 adopted suggestion and authorized 7 cash awards totalling \$460. Six were disapproved, and two deferred for further study.

(2) The report of Chief, OL/Procurement Division on his divisional Division suggestion program is summarized below.

	<u>Submitted</u>	<u>Considered</u>	<u>Adopted</u>
FY1956	22	22	15
FY 1957	32	27	18

b. Backlog Report

Only 3.34% (81) of the employee suggestions received from March 1952 through June 1956 (2419) are still being processed as of 30 November 1956. Of those still open, 40 were received before 1 January 1956 and 41 were received between that date and 30 June 1956.

c. Promotion and Publicity(1) DD/S Newsletter to Field

Draft of material on SA Program for inclusion in Periodic DD/S Newsletter to Field was submitted to SA/DD/S 3 December.

(2) Completed serving all poster locations this week.

d. Processing

Round Robin packets 56 and 57 including 18 suggestions recommended for disapproval were sent for review by Committee members. Packets 53, 54, and 55 including 19 such suggestions were returned from review by Committee members.

e. Training

Mrs. [redacted] are scheduled to start the Reading Improvement Course 19 December. (1 hr. per day each for 7 weeks.)

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II. WORK IN PROCESS

SA Exhibit for OTR Intelligence Products Exhibit

- (1) Permanent backboard for exhibit (OL/Graphics) 80% completed.
- (2) Color 35 mm. slides (PHS Printing Plant) 10% completed.
- (3) Color charts for use in briefing kit and as slides (DDS/Visual Aids) 10% completed.

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